



香港藝術節協會有限公司 Hong Kong Arts Festival Society Ltd

The Hong Kong Arts Festival is a non-profit organization committed to enriching the cultural life of the city. It presents around 130 performances by top local and international talent in February and March each year, and organises a wide range of auxiliary and educational events.

No Limits is a project co-presented by the Hong Kong Arts Festival and The Hong Kong Jockey Club Charities Trust. Launched in 2019, **No Limits** strives to create an inclusive space for people with different abilities to share the joy of the performing arts together.

Suitable candidates are invited to apply for the following:

Outreach Coordinator (No Limits)

The Outreach Coordinator is responsible for the execution and coordination of all outreach activities of the project No Limits. She/he will assist in the delivery and promotion of the programmes and educational outreach activities through processing the design, planning, sourcing, managing resources and budgets, scheduling, coordinating with different external parties and adhering to existing guidelines throughout the full outreach activities development and execution cycle. The Outreach Coordinator will assist in the liaison with schools, NGOs, and differently abled communities, and the operation for students and NGO beneficiaries to attend the No Limits performances.

Qualifications:

1. University graduate or equivalent with a minimum of 3 years of relevant experience in the performing arts industry;
2. Strong in project management and multi-tasking, good interpersonal and communication skills with ability to work with multiple stakeholders, detail-oriented;
3. Ability to think strategically and creatively and carry out responsibilities independently;
4. A collaborative working style and hands-on work ethic;
5. Good command of written and spoken English and Chinese; and
6. Passionate in arts

This is a contract post renewable on a yearly basis.

Please apply before **19 September 2020** with full resume stating current and expected salary, and a covering letter outlining skills and experience which are relevant to the above requirements and the fulfilment of the HKAF's and No Limits' mission.

Applications can sent by mail to Office Manager, Hong Kong Arts Festival Society Ltd, Room 1205, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong or by email through hr.recruit@hkaf.org.

HKAF is committed to equal opportunity employment.

(All personal data collected will be used for recruitment purposes only.)